

POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

POSITION TITLE:	Court Reporter
DUTY STATION:	Birmingham, Alabama
OPENING DATE:	November 18, 2002
CLOSING DATE:	December 20, 2002

***The starting salary is dependent upon experience and qualifications. This position is permanent, however, the applicant must satisfactorily complete a probationary period of six months.**

DUTIES: A court reporter records testimony, in a verbatim manner, for civil and criminal court proceedings. At the request of a party or by order of the court, the court reporter provides transcripts within the time prescribed by the court and cost requirements of the Judicial Conference. Additionally, court reporters are responsible for determining that billings and transcript formats comply with Judicial Conference requirements.

Court reporters must adhere to the requirements set out in the Court Reporter Management Plan. Court reporters must maintain accurate, legible records which are audible; complete record keeping forms documenting the information contained in their reports; and maintain and safeguard records until they are disposed of according to statutory requirements and Judicial Conference policy.

QUALIFICATIONS: The qualifications of a court reporter are determined by the Judicial Conference (28 U.S.C. § 753 (a)). An applicant for appointment shall possess as a minimum requirement at least four years of prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing on the registry of professional reporter of the National Court Reporters Association or passed an equivalent qualifying examination. **Real time court reporting experience preferred.**

SALARY RANGE:

Level 1 - \$57,882;

Level 2 - \$60,776 (Certificate of Merit **OR** Longevity);

Level 3 - \$63,671 (Realtime certification **OR** Certificate of Merit **AND** Longevity)

Level 4- \$66,565 (Realtime certification and Longevity **OR** Realtime
Certification **AND** Certificate of Merit)

Level 5 - \$69,459 (Realtime Certification **AND** Longevity **AND** Certificate of Merit)

***Longevity - ten years of service in the federal courts.**

APPLICATION PROCEDURE: Qualified persons are invited to submit a resume or AO-78 Application for Judicial Branch Federal Employment to: Clerk, U. S. District Court, Room 140, 1729 5th Avenue North, Birmingham, Alabama 35203. Attention: Personnel

This position is subject to mandatory direct deposit of net pay.

The most qualified candidates will be invited for a personal interview. The final candidate will be subject to background records check. Only those interviewed will receive notification when the vacancy is filled.

EQUAL OPPORTUNITY EMPLOYER

BENEFITS: Employees of the United States Courts are defined as excepted from the Civil Service. However, employees are entitled to similar benefits as other federal workers. These benefits include:

- 10 paid federal holidays per year
- Choice of medical coverage from a variety of plans
- Group life and long term care insurance plan options
- Flexible Spending Program for pre-tax contributions to cover medical costs and dependent care.
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching)
- Participation in the Federal Employees Retirement System